

EMPLOYEE PRE-TRAVEL AUTHORIZATION

Date/Time Stamp:

Pre-Travel Filing Instructions: Complete and submit this form at least 30 days prior to the travel departure date to the Select Committee on Ethics in SH-220. Incomplete and late travel submissions will not be considered or approved. This form must be typed and is available as a fillable PDF on the Committee's website at ethics.senate.gov. Retain a copy of your entire pre-travel submission for your required post-travel disclosure.

ETHIC DEC27'18PM 2:40

Name of Traveler: Adzua Agyapon

Employing Office/Committee: Senator Michael Bennet

Private Sponsor(s) (list all): KIPP Foundation

Travel date(s): January 9, 2018-January 11, 2018

Note: If you plan to extend the trip for any reason you must notify the Committee.

Destination(s): Los Angeles, CA

Explain how this trip is specifically connected to the traveler's official or representational duties:

As the primary ED staffer in Bennet's office, my portfolio includes all early learning, K-12, and higher education issues. I monitor, draft, edit, and introduce legislation, draft and edit vote recommendations, staff meetings for my boss, and oversee constituent letters related to education. Visiting KIPP LA and Green Dot will inform my policy work by allowing me to learn from the school networks' approaches to school improvement and to understand the impact of the Federal Charter School Program.

Name of accompanying family member (if any): _____

Relationship to Employee: ☐ Spouse ☐ Child

I certify that the information contained in this form is true, complete and correct to the best of my knowledge:

12/27/18
(Date)

Adzua Agyapon
(Signature of Employee)

TO BE COMPLETED BY SUPERVISING SENATOR/OFFICER (President of the Senate, Secretary of the Senate, Sergeant at Arms, Secretary for the Majority, Secretary for the Minority, and Chaplain):

I, Michael Bennet hereby authorize Adzua Agyapon
(Print Senator's/Officer's Name) (Print Traveler's Name)

an employee under my direct supervision, to accept payment or reimbursement for necessary transportation, lodging, and related expenses for travel to the event described above. I have determined that this travel is in connection with his or her duties as a Senate employee or an officeholder, and will not create the appearance that he or she is using public office for private gain.

I have also determined that the attendance of the employee's spouse or child is appropriate to assist in the representation of the Senate. (signify "yes" by checking box) ☐

12/27/18
(Date)

Michael F. Bennet
(Signature of Supervising Senator/Officer)

Employee Post-Travel Disclosure of Travel Expenses

Date/Time Stamp:

Post-Travel Filing Instructions: Complete this form within 30 days of returning from travel. Submit all forms to the Office of Public Records in 232 Hart Building.

In compliance with Rule 35.2(a) and (c), I make the following disclosures with respect to travel expenses that have been or will be reimbursed/paid for me. I also certify that I have attached:

- ☐ The original *Employee Pre-Travel Authorization* (Form RE-1), AND
☐ A copy of the *Private Sponsor Travel Certification Form* with all attachments (itinerary, invitee list, etc.)

KIPP Foundation

Private Sponsor(s) (list all):

Travel date(s): January 9, 2019 to January 11, 2019

Name of accompanying family member (if any): NONE

Relationship to Traveler: ☐ Spouse ☐ Child

IF THE COST OF LODGING DID NOT INCREASE DUE TO THE ACCOMPANYING SPOUSE OR DEPENDENT CHILD, ONLY INCLUDE LODGING COSTS IN EMPLOYEE EXPENSES. (Attach additional pages if necessary.)

Expenses for Employee:

	Transportation Expenses	Lodging Expenses	Meal Expenses	Other Expenses (Amount & Description)
<input checked="" type="checkbox"/> Good Faith Estimate <input type="checkbox"/> Actual Amount	\$515/per participant	\$400/per participant	\$49.50 for first and last day of travel \$65/per participant for day of school visits	\$100/per participant for transportation to and from the airport

Expenses for Accompanying Spouse or Dependent Child (if applicable):

	Transportation Expenses	Lodging Expenses	Meal Expenses	Other Expenses (Amount & Description)
<input type="checkbox"/> Good Faith Estimate <input type="checkbox"/> Actual Amount	NONE	NONE	NONE	NONE

Provide a description of all meetings and events attended. See Senate Rule 35.2(c)(6). (Attach additional pages if necessary.): During the visit to LA meetings and events were focused on KIPP and Green Dot's strategies

for effectively using government and local funding to create high-quality schools for students in need. See attached agenda and pre-travel forms for more detail.

4/30/19 Adzua Agyapon (Date) (Printed name of traveler) (Signature of traveler)

TO BE COMPLETED BY SUPERVISING MEMBER/OFFICER:

I have made a determination that the expenses set out above in connections with travel described in the *Employee Pre-Travel Authorization* form, are necessary transportation, lodging, and related expenses as defined in Rule 35.

4/30/19 (Date) (Signature of Supervising Senator/Officer)

PRIVATE SPONSOR TRAVEL CERTIFICATION FORM

This form must be completed by any private entity offering to provide travel or reimbursement for travel to Senate Members, officers, or employees (Senate Rule 35; clause 2). Each sponsor of a fact-finding trip must sign the completed form. The trip sponsor(s) must provide a copy of the completed form to each invited Senate traveler, who will then forward it to the Ethics Committee with any other required materials. The trip sponsor(s) should **NOT** submit the form directly to the Ethics Committee. Please consult the accompanying instructions for more detailed definitions and other key information.

The Senate Member, officer, or employee **MUST** also provide a copy of this form, along with the appropriate travel authorization and reimbursement form, to the Office of Public Records (OPR), Room 232 of the Hart Building, within thirty (30) days after the travel is completed.

-
1. Sponsor(s) of the trip (please list all sponsors): KIPP Foundation
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2. Description of the trip: Staff will travel to Los Angeles, CA to visit a KIPP: LA school and a Green Dot Public Charter School.
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3. Dates of travel: January 9, 2019 - January 11, 2019
-
4. Place of travel: Los Angeles, California
-
5. Name and title of Senate invitees: See Attached
-
6. I *certify* that the trip fits one of the following categories:
- ☐ (A) The sponsor(s) are not registered lobbyists or agents of a foreign principal **and** do not retain or employ registered lobbyists or agents of a foreign principal **and** no lobbyist or agents of a foreign principal will accompany the Member, officer, or employee *at any point* throughout the trip.
- OR -
- ☒ (B) The sponsor or sponsors are not registered lobbyists or agents of a foreign principal, but retain or employ one or more registered lobbyists or agents of a foreign principal and the trip meets the requirements of Senate Rule 35.2(a)(2)(A)(i) or (ii) (*see question 9*).
7. ☒ I *certify* that the trip will not be financed in any part by a registered lobbyist or agent of a foreign principal.
- AND -
- ☒ I *certify* that the sponsor or sponsors will not accept funds or in-kind contributions earmarked directly or indirectly for the purpose of financing this specific trip from a registered lobbyist or agent of a foreign principal or from a private entity that retains or employs one or more registered lobbyists or agents of a foreign principal.
8. I *certify* that:
- ☒ The trip will not in any part be planned, organized, requested, or arranged by a registered lobbyist or agent of a foreign principal except for *de minimis* lobbyist involvement.
- AND -
- ☒ The traveler will not be accompanied on the trip by a registered lobbyist or agent of a foreign principal except as provided for by Committee regulations relating to lobbyist accompaniment (*see question 9*).

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- OR -

— OR —

15. Briefly describe the educational activities performed by each sponsor (other than sponsoring congressional trips):

16. Total Expenses for Each Participant:

	Transportation Expenses	Lodging Expenses	Meal Expenses	Other Expenses
<input checked="checked" type="checkbox"/> Good Faith estimate <input type="checkbox"/> Actual Amounts	Total: \$515 Airfare: \$350 Ground: \$165	\$346	\$164	None

17. State whether a) the trip involves an event that is arranged or organized *without regard* to congressional participation or b) the trip involves an event that is arranged or organized *specifically with regard* to congressional participation:

The trip involves an event that is arranged or organized specifically with regard to congressional participation.

18. Reason for selecting the location of the event or trip

Both schools are recipients of federal funds and are high-achieving public charter schools. This trip will provide staff an opportunity to see best practices at both locations. (continued on attached)

19. Name and location of hotel or other lodging facility:

Hotel Indigo - 899 Francisco St Los Angeles, California 90017

20. Reason(s) for selecting hotel or other lodging facility:

This hotel is centrally located in relation to both school site visits, the dinner location, and the airport
that Congressional Staff will be flying into/out of.

21. Describe how the daily expenses for lodging, meals, and other expenses provided to trip participants compares to the maximum per diem rates for official Federal Government travel:

Meals and Hotel costs are less than the GSA prescribed per diem rates for Los Angeles, California for January 2019. Per guidance listed on the GSA website.

22. Describe the type and class of transportation being provided. Indicate whether coach, business-class or first class transportation will be provided. If first-class fare is being provided, please explain why first-class travel is necessary:

Transportation costs include round trip coach airfare from Washington, DC to Los Angeles, California,

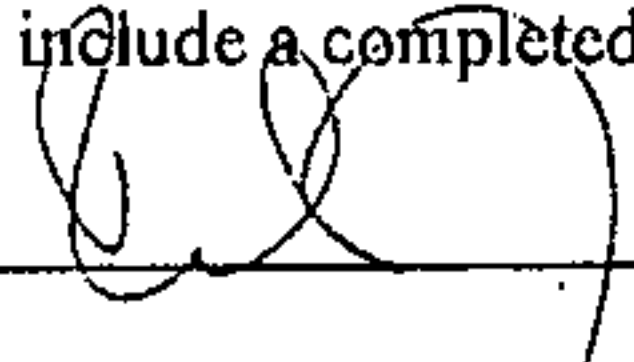
Round trip taxi from attendees residences to Ronald Reagan Washington National(continued on attached)

23. ☒ I represent that the travel expenses that will be paid for or reimbursed to Senate invitees do not include expenditures for recreational activities, alcohol, or entertainment (other than entertainment provided to all attendees as an integral part of the event, as permissible under Senate Rule 35).

24. List any entertainment that will be provided to, paid for, or reimbursed to Senate invitees and explain why the entertainment is an integral part of the event:

None.

25. I hereby *certify* that the information contained herein is true, complete and correct. (For trips involving more than one sponsor, you *must* include a completed signature page for each additional sponsor):

Signature of Travel Sponsor: 

Name and Title: Richard Barth

Name of Organization: KIPP Foundation

Address: 135 Main Street San Francisco, CA 94105

Telephone Number: (415) 399-1556

Fax Number: N/A

E-mail Address: rbarth@kipp.org

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Addendum to Private Sponsor Travel Certification Form

5.

Staffer	Title	Office
Jordan Hynes	Education Professional Staff	HELP Committee (Majority)
Adzua Agyapon	Education Advisor	Senator Michael Bennet
Heather Hutt	Regional Deputy Director-Los Angeles	Senator Kamala Harris
Jim Lazarus	State Director	Senator Dianne Feinstein

15. ...alumni of a KIPP school gain leadership skills. KIPP Foundation also runs the Federal Policy Fellowship, which helps alumni of KIPP schools obtain internships in Washington, DC during the summer. KIPP Foundation also provides research and analysis of student outcomes, development support, and advocacy for KIPP schools and regions.

18. The Los Angeles area was chosen due to its prominence in the charter school space, position as a leading area in the expansion of charter schools, and track record of having some of the nation's highest performing charter schools. KIPP: LA Prep was chosen due to its status as a National Blue Ribbon school and its recognition as a leading example of KIPP Foundation's best practices in teaching and learning. KIPP: LA Prep and Animo Pat Brown Charter High School also have robust parent engagement programming.

22. ...Airport, round trip taxi from Los Angeles International Airport to the Hotel Indigo, and coach class charter bus between event locations.

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